

**CHANGE**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

7210.51 CHG 2

2/3/93

LIAISON AND FAMILIARIZATION TRAVEL PROGRAM ADMINISTRATION  
PROCEDURES FOR AIR CARRIERS THAT DO NOT REQUIRE ADVANCE  
SUBJ: NOTIFICATION

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1. PURPOSE. This change transmits the revision of Appendix 1, changes to Appendices 2, 3, and 4, and adds Appendices 7, 8, 9, and 10 for USAir Express, Grand Canyon, Skywest and Westates Airlines respectively.
2. DISTRIBUTION. This change is distributed to the branch level in Washington and regional Air Traffic offices, the FAA Academy, the FAA Technical Center, and all Air Traffic field offices and facilities.
3. EXPLANATION OF CHANGES. This change reflects American Airlines international familiarization flight policy changes and implements procedures for USAir Express, Grand Canyon, Skywest, and Westates Airlines as carriers that do not require advance notification. Additionally, page 1, paragraph 1a(1) of Appendices 2, 3, and 4 are changed to include internal processing requirements.
4. DISPOSITION OF TRANSMITTAL. This transmittal should be retained.

## PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
Appendix 1	12/3/91	Appendix 1	2/3/93
Appendix 2, 1 and 2	12/3/91	Appendix 2, 1	2/3/93
		Appendix 2, 2	12/3/91
Appendix 3, 1 and 2	12/3/91	Appendix 3, 1	2/3/93
		Appendix 3, 2	12/3/91
Appendix 4, 1 and 2	12/3/91	Appendix 4, 1	2/3/93
		Appendix 4, 2	12/3/91
		Appendices 7-10	2/3/93

*Mary F. Barnett*

*for* Neil R. Planzer  
Director of Air Traffic  
Program Management

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APPENDIX 1. AMERICAN AIRLINES LIAISON AND FAMILIARIZATION  
PROGRAM ADMINISTRATION PROCEDURES

1. RESPONSIBILITIES.

a. Specialists who desire to travel on American Airlines flights as liaison and familiarization travel participants shall:

\* (1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor at least three administrative days prior to the travel to permit internal processing. \*

(2) Read American Airlines SF-160 Program letter (pages 3 and 4 of this appendix).

(3) Take the approved FAA Form 1500-7, the completed American Airlines authorization letter (pages 6 and 7 of this appendix), a completed FAA Form 7000-5 for each flight leg, and other required credentials to American Airlines ticket counter or boarding gate at the airport of intended departure at least one hour prior to the scheduled flight time.

(4) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The facility manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle approved and indicate preferred or alternate itinerary. Include in the comments section, "This travel request is approved subject to availability of the jump seat."

(3) In the airline signature and date blocks, type in EARL H. WOLFE and the approval date. Sign your name above Mr. Wolfe's name.

(4) Make a copy of the attached American Airlines authorization letter, fill in the employee's name and facility, and attach it to the FAA Form 1500-7.

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- \* 2. PROCEDURES. The procedures for American Airlines familiarization (SF-160) program are outlined in their letter on pages 3 and 4 of this appendix.
- 3. APPROVAL LETTER. American Airlines approval letter is found on pages 5 and 6 of this appendix.
- 4. FOREIGN TRAVEL. Page 4 of this appendix provides information on foreign travel authorization.
- 5. JUMP SEAT AUTHORIZATION. The jump seat is not reserved and participants may be unable to ride due to a higher priority rider. The rider will be advised upon checking in whether the jump seat is available or not.

\*

# American Airlines

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Appendix 1

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August 24, 1992

Dear FAA Manager:

American Airlines welcomes the participation of Air Traffic Controllers in SF-160 Program. This program has been beneficial both to participating controllers and our cockpit crews. Due to administrative workload, we no longer require or desire that you submit FAA Form 1500-7 to us 15 days in advance nor do we want a copy of the trip report unless it contains information you feel requires action on our part.

Effective immediately, the following rules apply for all SF-160 travel on American.

1. When completing the FAA Form 1500-7, please include in the Comments Section: "This travel request approved subject availability of Jump Seat." In the Airline Signature and Date Block, please print or type **EARL H. WOLFE** and then sign your name above mine and include approval date.
2. Make a copy of the enclosed letter, fill in the employee's name and facility and attach it to the FAA Form 1500-7.
3. Please ensure that the traveller has all the forms required in the enclosed letter.
4. The traveller must present the forms to an Agent either at the Ticket Counter or the Boarding Gate and obtain a boarding pass if the jump seat is available. Since the jump seat cannot be reserved in advance because FAA, and company inspectors, NTSB, American pilots, and others have priority, it would be prudent to check in early to determine if the jump seat appears to be available.

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-OVER-

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5. Travel to foreign locations is restricted as follows:

- A. Travel during national emergencies is prohibited.
- B. Travel on a new route is prohibited until we have flown the route for at least 90 days.
- C. Travel is prohibited on flights listed as American but actually flown by another carrier, i.e. Dusseldorf, Germany.
- D. Travel outside the 50 U.S. States and the U.S. Possessions is authorized only for those Center, Tower and Approach Control personnel that work the specific gateway cities served by American Airlines; i.e. only controllers that work at Oakland Center, Bay, Tracon and San Jose Tower are eligible to take an SF-160 on our SJC -NRT and SJC - YVR flights. These controllers are not however, eligible to participate in other foreign trips flown by American. Based on our present route structure only Center, Tower and Approach Control personnel working traffic to or from DFW, ORD, JFK, EWR, LGA, RDU, MIA, SJU and SEA are eligible to travel on our foreign flights that are scheduled to arrive and depart their respective airports. Current passports and Visas (where required) must be in the travellers possession for all foreign SF-160 travel.

Thank you for the excellent service you and your staff provide our flight crews and customers. We look forward to your participation in the SF-160 Program.

Sincerely,

  
Earl H. Wolfe

Manager - Air Traffic Control

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FAA Employee Name: \_\_\_\_\_

Facility: \_\_\_\_\_

#### AMERICAN AIRLINES AUTHORIZATION LETTER

This letter is your authority to occupy the cockpit 'Jump Seat, with the permission of the Captain, for the purpose of observing ATC procedures on American Airlines' flights as indicated on the attached FAA Form 1500. You must have in your possession:

- 1) AUTHORIZATION TO FLIGHT DECK (FORM 7000-1 PINK -OR- 7000-1.1 GREEN)
- 2) FAA IDENTIFICATION (FORM 1600.1.3 -OR- 1600.38)
- 3) ONE FAA FORM 7000-5 FOR EACH LEG OF A TRIP. IF MORE THAN ONE TRIP NUMBER IS INVOLVED, AND ADDITIONAL 7000-5 IS REQUIRED.
- 4) THIS LETTER

**YOUR OCCUPANCY OF THE COCKPIT JUMP SEAT ON YOUR SELECTED FLIGHT IS SUBJECT TO ITS AVAILABILITY ON A STANDBY, SPACE AVAILABLE BASIS.** We do not reserve or list you on the Jump Seat. Please do not call Reservations since the Jump Seat is not under their control and, therefore, they have no information on its availability. You should present your FAA Form 7000-5 to the Ticket counter or Gate at the departure station and obtain a "W" Boarding Pass. Upon boarding, advise the Flight Attendant that you are an **FAA CONTROLLER** Jump Seat passenger.

Facility Management Handbook 7210.31, Paragraph 755, "Priority for Jump Seat", sets forth the criteria for FAA personnel on the Jump Seat.

#### **YOU ARE NOT AUTHORIZED TO RIDE IN THE PASSENGER CABIN.**

Identification badges must be worn at all times. Any occupant of the Jump Seat must not be under the influence of alcoholic beverages, consume or reflect the presence of alcohol on his person.

When traveling in the cockpit of American Airlines aircraft, you will be expected to observe the grooming standards required of our cockpit crewmembers. For your guidance, the Company regulation is quoted below:

"The face will be clean shaven, except mustaches are permitted. Mustaches must be neatly trimmed, cannot extend beyond the corners of the mouth, and are not to be of unusual nature or size."

#### **"BEARDS OR GOATEES ARE NOT PERMITTED"**

- OVER -

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AMERICAN AIRLINES AUTHORIZATION LETTER - Page 2

This grooming is necessary for safety reasons. Oxygen masks will not properly fit an unshaven face. Coat and tie for male controllers and dresses or pantsuits for female controllers are considered proper attire. Military controllers assigned to FAA who are authorized to participate in this program will wear civilian clothes.

Our Regulations concerning conduct while on the Flight Deck are:

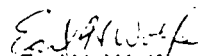
- 1) Any person admitted to the pilots' compartment shall occupy only a seat securely attached to the aircraft structure and provided with a seat belt which shall be fastened throughout occupancy of the seat.
- 2) Each person must remain seated, consistent with their duty, and refrain from entering the passenger cabin, except when necessary.
- 3) No person on the Flight Deck shall smoke without first obtaining permission from the Captain. Under no conditions will smoking be permitted on the Flight Deck when any crewmember is taking oxygen.
- 4) Crewmember duties in the cockpit require the utmost concentration. Therefore, you should refrain from any conversation that will distract from the performance of crewmember responsibilities. You are also reminded that there is a Federal Aviation Regulation concerning a "Sterile Period" for conversation and comments not pertinent to the operation of the aircraft. American applies the sterile conversation period during taxi for take-off and continuing to 10,000'. For descent the sterile period applies from 10,000' to the time the aircraft is parked at the gate. Your attention concerning these procedures is mandatory.

We hope that your flight with us will be of benefit to you in providing additional background for your primary duties with the FAA.

**FOREIGN TRAVEL**

**Our frequency of service to and from foreign cities is limited. Be prepared to purchase a return ticket if the jump seat is occupied by a higher priority rider or is otherwise unavailable.**

Very truly yours,

  
Earl H. Wolfe

Manager-Air Traffic Control  
P.O. Box 619617 M/D 853  
DFW Airport, TX 75262-9617

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APPENDIX 2. SOUTHWEST AIRLINES, LIAISON AND FAMILIARIZATION  
TRAVEL PROGRAM ADMINISTRATION PROCEDURES1. RESPONSIBILITIES.

a. Specialists who desire to travel on Southwest Airlines flights as liaison and familiarization travel participants shall:

\* (1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently enough in advance to permit three (3) administrative days for internal processing. \*

(2) Read the Southwest Airlines company letter dated November 21, 1988, for procedures and dress standards (page 3 of this appendix).

(3) Take the approved FAA Form 1500-7, a completed FAA Form 7000-5 for each flight leg, and other required credentials to the Southwest Airlines departure gate at least 30 minutes prior to the scheduled flight time.

(4) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle "approved" and indicate preferred or alternate itinerary.

(3) Under "Comments," enter "coordinated with DALE FOSTER, Director, Flight Dispatch, Southwest Airlines."

(4) Sign your name in the airline representative's space.

2. PROCEDURES LETTER. Pages 3 and 4 of this appendix are copies of the letter from Southwest Airlines requesting that this procedure be implemented and includes dress and grooming standards.

3. FOREIGN TRAVEL. No procedures were provided for foreign travel.

4. JUMP SEAT AUTHORIZATION. The jump seat is not reserved in advance. Assignment of the jump seat will be approved by operations at the time of checking in at the Southwest Airlines departure gate. It will be assigned on a first-come, first-served basis among air traffic control (ATC) specialists. ATC specialists must relinquish the jump seat to a higher priority rider as stipulated in Order 7210.3, paragraph 7-55. Pages 3 and 4 of Appendix 2 may be reproduced locally as necessary. No further distribution of this letter will be made by the FAA or Southwest Airlines.

APPENDIX 3. UNITED AIRLINES, LIAISON AND FAMILIARIZATION  
TRAVEL PROGRAM ADMINISTRATION PROCEDURES1. RESPONSIBILITIES.

a. Specialists who desire to travel on United Airlines flights as liaison and familiarization travel participants shall:

\* (1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently enough in advance to permit three (3) administrative days for internal processing. \*

(2) Read the United Airlines letter dated June 24, 1991, for procedures (pages 3 and 4 of this appendix) and United Airlines "AIR TRAFFIC CONTROLLER AS 'OBSERVER MEMBER OF CREW'" updated June 25, 1991, (pages 5 and 6 of this appendix) for dress code and other procedures.

(3) Take the approved FAA Form 1500-7, a completed FAA Form 7000-5 for each flight leg, and other required credentials to United Airlines operations at least one hour in advance of the scheduled flight time.

(f) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, liaison and Familiarization Travel.

b. The facility manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle "approved" and indicate preferred or alternate itinerary.

(3) Under "Comments," enter "Coordinated with HART A. LANGER, United Airlines."

(4) Sign your name in the airline representative space.

2. PROCEDURES LETTER. Pages 3 and 4 of this appendix provide general guidance and procedures for United Airlines Air Carrier Liaison and Familiarization Travel Program.

3. AIR TRAFFIC CONTROLLERS AS "OBSERVER MEMBER OF CREW" PROCEDURES. Air Traffic controllers as "OBSERVER MEMBER OF CREW" (OMC) letter gives more specific procedures, guidance, and dress code for air traffic controllers when they are authorized the jump seat aboard United Airlines (pages 5 and 6 of this appendix).
4. FOREIGN TRAVEL. Foreign travel is covered on page 3 of this appendix.
5. JUMP SEAT AUTHORIZATION. The jump seat is not reserved in advance. If the jump seat is available, operations will issue an OMC ticket at that time.

APPENDIX 4. USAIR LIAISON AND FAMILIARIZATION  
TRAVEL PROGRAM ADMINISTRATION PROCEDURES1. RESPONSIBILITIES.

a. Specialists who desire travel on USAir flights as liaison and familiarization travel participants shall:

\* (1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently enough in advance to permit three (3) administrative days for internal processing. \*

(2) Read USAir's company letter dated April 11, 1991, for procedures and dress standards (pages 3, 4, and 5 of this appendix).

(3) Take the approved FAA Form 1500-7, completed FAA Form 7000-5 for each flight leg, and other required credentials to the USAir check-in podium for selected flight departure at least one hour prior to departure.

(4) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle approved and indicate preferred or alternate itinerary.

(3) Under "Comments," enter "Procedures followed in accordance with USAir letter of April 11, 1991."

2. PROCEDURES LETTER. Pages 3, 4, and 5 of this appendix are a copy of the letter from USAir requesting that these procedures be implemented. It provides the procedures, dress, and grooming standards to be followed.

3. FOREIGN TRAVEL. No specific procedures have been provided for international travel.

4. JUMP SEAT AUTHORIZATION. Jump seat authorization on USAir aircraft for air traffic controllers has always been on a space available basis. This status will not change under the revised process. The only pertinent change will be that the controller will not be listed in the computer for the specific flight requested. Two controllers desiring access to the same aircraft (assuming only one jump seat is available) will be granted access on a first-come, first-served basis.

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APPENDIX 7. USAIR EXPRESS/ALLEGHENY AIRLINES LIAISON  
AND FAMILIARIZATION PROGRAM ADMINISTRATION PROCEDURES

1. RESPONSIBILITIES.

a. Specialists who desire to travel on USAir Express flight as liaison and familiarization travel participants shall:

(1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently in advance to permit three (3) administrative days for internal processing.

(2) Read USAir Express company letter dated April 11, 1991, for dress code and procedures (pages 3-5 of this appendix).

(3) Take the approved FAA Form 1500-7, a completed FAA Form 7000-5 for each flight leg, and other required credentials to the USAir Express check-in podium for selected flight departure at least 1 hour prior to departure.

(4) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle approved and indicate preferred or alternate itinerary.

(3) Under "Comments," enter "Procedures followed in accordance with USAir letter of April 11, 1991."

2. PROCEDURES. Pages 3-5 of this appendix are copies of the letter from USAir requesting that these procedures be implemented. The letter provides the procedures, dress, and grooming standards to be followed for USAir Express flights. Procedures for USAir Express/Allegheny Airlines are the same as those for USAir. These procedures are outlined in the USAir letter found on pages 3-5 of this appendix.

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- \* 3. JUMP SEAT AUTHORIZATION. The jump seat authorization on USAir Express aircraft for air traffic controllers is on a space available basis, and the controller will not be listed in the computer for the specific flight requested. Access to the jump seat will be granted on a first-come, first-served basis. \*

# USAir

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For Smith International Airport

FAIR

April 11, 1991

Mr. Neil R. Planzer  
Director  
Office of Air Traffic Program Management  
Federal Aviation Administration  
800 Independence Ave., S.W.  
Washington, D.C. 20594

Dear Mr. Planzer:

For many years USAir has been a strong participant in the FAA's SF-160 Program. We currently process in the neighborhood of 350-400 individual jumpseat requests on a monthly basis. I strongly believe that the ability for FAA Controllers to observe, on a first-hand basis, the Air Traffic Control process from the Flight Deck perspective is extremely worthwhile and serves to enhance both communication and cooperation between the Pilots and the Controllers, both of whom are responsible for the safety and efficiency of the National Air Space System.

Recent economic conditions have caused us to reevaluate the process and/or procedures with which a Controller ultimately gains access to the Flight Deck on our Company Aircraft. Due to the fact that USAir believes that this program has been so successful in the past, our reevaluation exercise was intended to in no way restrict or limit jumpseat access by the Air Traffic Controllers in any way.

Effective immediately, it will no longer be required for an Air Traffic Controller or his Facility Management to forward the SF-160 request to my office, as has been the procedure in the past. The Controller need only take the SF-160, completed and signed by his Facility Management, along with the Authorization to Flight Deck (Form 7000-1), his Request for Access to the Aircraft (Form 7000-5), as well as his identification, to the check-in podium for his selected flight departure. At that point he will be asked to fill out a USAir Form (OF-48), which is our Jumpseat Boarding Pass Authorization. Jumpseat authorization on USAir Aircraft for Air Traffic Controllers has always been on a space available basis. This status will not change under the revised process. The only pertinent change will be that the Controller will not be listed in the computer for the specific flight requested. Two Controllers desiring access to the same aircraft (assuming only one jumpseat is available) will be granted access on a first come first served basis.

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Mr. Neil R. Planzer  
Jumpseat Policy Change  
Page 2

I should make note that this process only applies to those Air Traffic Control Personnel desirous of familiarization flights under the SF-160 Program. All other FAA Personnel (i.e., FAA Air Carrier Inspectors, Evaluations Branch Personnel, etc.) will be handled under the currently established procedures. Requests of a special nature, such as emergencies, likewise, will be handled under the current procedures and should be telephonically transmitted to my office at 412/747-5089 by appropriate FAA Management Personnel.

One significant change to our appearance requirements became effective on April 1, and should be transmitted as soon as possible to all potential SF-160 Users. Chin and facial whiskers may no longer be worn in the cockpit. This correlates to current procedures for active crew members with respect to the ability for oxygen masks to be donned and sealed correctly against the face. The following is an excerpt from our Flight Operations Procedures Manual with respect to appearance requirements for those individuals occupying USAir Jumpseats:

"Jumpseat occupants will be expected to conform to appropriate First Class Dress Codes and are to wear conservative business style dress, including a coat and tie for male occupants, and the equivalent conservative dress style for female occupants. When occupying the USAir Jumpseat, one must present a neat and clean appearance at all times. Any excess hair styling is not permitted. If a mustache is worn, it is to be neatly trimmed. Chin or facial whiskers may not be worn in the cockpit. Please be a good neighbor, follow the established protocol and comply with all requests."

In an effort to facilitate the dissemination of the above referenced revisions to our procedures, we will be returning SF-160 Request Forms to the appropriate Facility with the attached letter, identifying the new procedures and further requesting that a copy of these procedures be forwarded to the Controller's Management. I want to stress again that these revised

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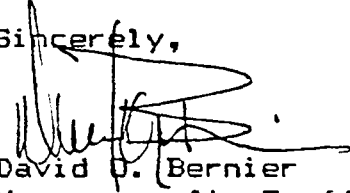
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\* Mr. Neil R. Planzer  
Jumpseat Policy Change  
Page 3

procedures are in no way intended to restrict Air Traffic Control Personnel from using USAir's Jumpseat. On the contrary, we welcome the opportunity to provide this service, while at the same time keeping processing costs as reasonable as possible.

Should you have any questions or concerns relative to the above changes, please feel free to contact me at any time at 412/747-5952.

Sincerely,



David D. Bernier  
Manager - Air Traffic &  
Airfield Operations

DOB:klc

Attachment

cc: J. McLaughlin  
B. Knapp  
J. Frazier  
G. Milburn

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APPENDIX 8. GRAND CANYON AIRLINES LIAISON AND  
FAMILIARIZATION TRAVEL PROGRAM ADMINISTRATION PROCEDURES

1. RESPONSIBILITIES.

a. Specialists who desire travel on Grand Canyon Airlines flights as liaison and familiarization travel participants shall:

(1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently in advance to permit three (3) administrative days for internal processing.

(2) Take the approved FAA Form 1500-7, completed FAA Form 7000-5 for each flight leg, and other required credentials to the Grand Canyon Airlines's check-in podium for selected flight at least one hour prior to departure.

(3) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle approved and indicated preferred or alternate itinerary.

2. JUMP SEAT AUTHORIZATION. Jump seat authorization on Grand Canyon Airlines for air traffic controllers is on a space available basis.

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APPENDIX 9. SKYWEST AIRLINES LIAISON AND  
FAMILIARIZATION TRAVEL PROGRAM ADMINISTRATION PROCEDURES

1. RESPONSIBILITIES.

a. Specialists who desire travel on Skywest Airlines flights as liaison and familiarization travel participants shall:

(1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently in advance to permit three (3) administrative days for internal processing.

(2) Wear business attire in order to be able to occupy the jumpseat.

(3) Take the approved FAA Form 1500-7, completed FAA Form 7000-5 for each flight leg, and other required credentials to the Skywest Airlines's ticket counter at least one hour prior to departure.

(4) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle approved and indicated preferred or alternate itinerary.

2. JUMP SEAT AUTHORIZATION. Jump seat authorization on Skywest Airlines aircraft is on a space available basis and is prioritized prior to departure.

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APPENDIX 9. SKYWEST AIRLINES LIAISON AND  
FAMILIARIZATION TRAVEL PROGRAM ADMINISTRATION PROCEDURES

1. RESPONSIBILITIES.

a. Specialists who desire travel on Skywest Airlines flights as liaison and familiarization travel participants shall:

(1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently in advance to permit three (3) administrative days for internal processing.

(2) Wear business attire in order to be able to occupy the jumpseat.

(3) Take the approved FAA Form 1500-7, completed FAA Form 7000-5 for each flight leg, and other required credentials to the Skywest Airlines's ticket counter at least one hour prior to departure.

(4) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle approved and indicated preferred or alternate itinerary.

2. JUMP SEAT AUTHORIZATION. Jump seat authorization on Skywest Airlines aircraft is on a space available basis and is prioritized prior to departure.

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APPENDIX 10. WESTATES AIRLINES LIAISON AND  
FAMILIARIZATION TRAVEL PROGRAM ADMINISTRATION PROCEDURES

1. RESPONSIBILITIES.

a. Specialists who desire travel on Westates Airlines flights as liaison and familiarization travel participants shall:

(1) Submit a completed Familiarization Travel Request (FAA Form 1500-7) to their supervisor sufficiently in advance to permit three (3) administrative days for internal processing.

(2) Adhere to Westates Airlines policies as outlined on page 2 of this appendix.

(3) Take the approved FAA Form 1500-7, Westates Airlines Authorization For Admission To Flight Deck (see page 3 of this Appendix), completed FAA Form 7000-5 for each flight leg, and other required credentials to the Westates Agent in Charge at the gate at least one hour prior to departure.

(4) Follow all other applicable directions contained in Order 7210.3, Facility Operation and Administration, Chapter 7, Liaison and Familiarization Travel.

b. The manager or designated approving authority shall:

(1) Complete and sign "Part B - Facility Approval" of FAA Form 1500-7.

(2) If the trip is approved, under "Part C - Air Carrier Approval," circle approved and indicated preferred or alternate itinerary.

2. JUMP SEAT AUTHORIZATION. Jump seat authorization on Westates Airlines aircraft for air traffic controllers is on a space available basis and is prioritized prior to departure.

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**WESTATES AIRLINES, INC**  
**ADMISSION TO FLIGHT DECK PROCEDURES**

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Jumpseat requests may be made 08:00 to 24:00 daily through dispatch (1-800-542-4471) or by walkup at any of our stations.

Westates Airlines jumpseat guidelines are as follows:

Present company I.D. to the Agent in Charge at the gate along with the completed "Authorization for Admission to Flight Deck" form. (see attachment)

Board the aircraft with the Agent in Charge and go directly to the cockpit and introduce yourself to the Captain. Show your company I.D., and valid FAA airman's certificate and surrender the "Authorization for Admission to Flight Deck" form.

No person may fly in cockpit jumpseats who have consumed intoxicating beverages within the eight (8) hours prior to departure.

All jumpseat riders will have in their possession a valid company I.D. and FAA Airman Certificate.

Proper attire consisting of either a company uniform or jacket and tie are required.

No smoking is allowed on Westates aircraft.

"Sterile cockpit" procedures will be complied with at appropriate times.

Jumpseat riders should report 30 minutes prior to scheduled departure time.

The Captain has the authority to refuse admission to the flight deck.

The jumpseat may be requested through dispatch at 1-800-542-4471 or Arinc HUDWDWS.

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**AUTHORIZATION FOR ADMISSION TO FLIGHT DECK**

NAME \_\_\_\_\_ // CREWMEMBER OBSERVER // POSITIVE SPACE  
AGENCY \_\_\_\_\_ // PASSENGER OBSERVER // GOV'T BUSINESS  
TITLE \_\_\_\_\_ // NON-POSITIVE SPACE // PERSONAL TRAVEL  
Will occupy the observer's seat // COMPANY BUSINESS // OTHER  
as indicated:

DATE: \_\_\_\_\_ TRIP: \_\_\_\_\_ ROUTING: \_\_\_\_\_  
DATE: \_\_\_\_\_ TRIP: \_\_\_\_\_ ROUTING: \_\_\_\_\_  
DATE: \_\_\_\_\_ TRIP: \_\_\_\_\_ ROUTING: \_\_\_\_\_

NOTE: THIS AUTHORIZATION IS VOID AND NOT VALID IF USED 3 DAYS AFTER TRAVEL DATE

REMARKS: \_\_\_\_\_ AUTHORIZED BY \_\_\_\_\_

\_\_\_\_\_ DATE ISSUED \_\_\_\_\_

COPIES: OBSERVER \_\_\_\_\_ CREDENTIAL CHECKED BY: \_\_\_\_\_  
FLT. DIV. FILE

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